



## **Oregon Joint Force Headquarters**

**HUMAN RESOURCES OFFICE/HR**

**P.O. BOX 14350, 1776 MILITIA WAY**

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**DSN: 355-3854 (Air) / 3846 (Army)**

<http://www.orport.ang.af.mil/>

### **Announcement #AR06-035**

## **SUPPLY MANAGEMENT OFFICER**

### **Army Technician Vacancy Announcement**

**Open Date:** 03 March 2006

**Closing Date:** **24 March 2006**

**Series/Grade:** GS-2003-11

**Salary Range:** \$51,972 - \$67,567 Per Yr

**OBR:** 88, 90A, 91 92

**WO BR:** 92

**PD#:** R87350

**Location:** Camp Rilea, Warrenton, Oregon

**Type of Appt:** Excepted **X** Officer **X**  
Warrant **X**

#### **Areas of Consideration:**

**First Area:** Current permanent full-time technicians that are commissioned officers/warrant officers in the Oregon ARNG.

**Second Area:** All Members of the Oregon Army National Guard that are commissioned officers/warrant officers.

#### **Summary of Duties:**

(1) Incumbent plans, directs and organizes the housing assignment, billeting and logistical operations of a Category A MTA to include such functions as inventory and storage management, quality assurance, maintenance, procurement and property utilization and disposal. Items managed fall into such categories as subsistence, ammunition, medical supplies, petroleum and common use supplies. Review, analyzes and interprets supply directives and procedural instructions and plans operating procedures to render that best possible support tot the training site and supported units. Directs activities concerned with salvage and protection of supply items.

(2) Reviews, proposes, directs the development of and/or develops local billeting, housing, and supply management directives (including those pertaining to warehouse and stock control). Develops operating instructions for implementation and ensures compliance.

(3) Renders technical assistance and guidance to the site manager, and higher levels of command for logistical services.

(4) Reviews, proposes and issues rules, regulations and directives pertaining to warehousing and stock control procedures. Plans for and directs activities concerning receipt, storage, issue, and in-storage maintenance of supplies and equipment.

(5) Converses with National Guard Bureau personnel, other governmental agencies, state National Guard commands and activities on logistical matters, plans, policies and directives. Collaborates with heads of other units to coordinate work-related changes affecting other units as well as plan for annual training exercises.

(6) Assembles and reviews Budget estimates for the Logistics Directorate. Determines funding requirements and directs the preparation of budget justifications, allocates resources at his disposal.

(7) Performs a number of supervisory personnel functions. Implements provisions of personnel management such as equal employment, merit promotion, performance appraisals, counseling, incentive awards, etc., Evaluates supervisors and reviews evaluations made by supervisors on other employees. Hears employee grievances and may deal with union representatives, plans work schedules and makes assignments to subordinates, Makes decisions on work problems presented by subordinate supervisors. Interviews and makes selections for non-supervisory positions, recommends selections for supervisory positions, Initiates formal requests for personnel actions.

(8) Performs other duties as assigned.

### **Supervisory Controls:**

Works under the general supervision of the Training Site Manager. The incumbent is responsible for directing and managing the Logistics section within program goals and objectives established by the State National Guard, the National Guard Bureau, and the Department of the Army. The incumbent must take the initiative in identifying needs and potential problems, and in developing a constructive approach in adapting policies and objectives to secure effective operations.

### **Method of Evaluating Qualifications:** **Knowledge, Skills and Abilities (KSA)**

**Candidates will be evaluated on the KSAs listed below.** In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrates your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience, months of actual experience is the qualifying factor.

**APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:**

**General Experience**

Experience, education, or training which has provided the applicant with a general knowledge of one or more aspects of the supply field.

**Specialized Experience**

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **GS-11** level must have **36 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Ability to develop plans programs and policies related to supply programs.
2. Ability to interpret and explain supply regulations and procedures.
3. Knowledge of administrative, regulatory requirements related to conducting survey and studies.
4. Experience which demonstrated progressive knowledge and ability to manage overall programs for supply operations.

**Substitution of Education for Specialized Experience**

A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been directly related to the type of work of the position (i.e., management, business administration, oral communication, accounting, economics, etc.).

**Special Information**

Unit of military assignment is any unit supported by Camp Rilea in **OBR:** 88, 90A, 91 92 **WO BR:** 92. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment)  
must contain:**

(In addition to specific information requested in the job vacancy announcement)

**JOB INFORMATION**

Announcement number, title, and grade(s) of the job for which you are applying.

**PERSONAL INFORMATION**

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

**EDUCATION**

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

**WORK EXPERIENCE**

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

**APPLICATION PROCESS**

**Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date.** Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

**THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

## SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

### **John P. Smith, IV**

1234 Big Street Medium City, Any State 45678 H (555) 345-6789  
emailname@Internetserviceprovider.org

#### *Job Title announcement:*

Announcement number: AR04-123A

### **ANY State Army National Guard**

**2/15/87 - 12/31/06**

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

**Job Title, Rank, GS-15, Step 09** (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

### **Big & Small Co.**

**2/15/64 – 2/14/87**

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

**Your Job title**

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%